

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150028-1



Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150028-1

ADMINISTRATIVE  
INTERNAL USE ONLY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150028-1

REPORTS INVENTORY					CONTROL NO.				
PREPARE IN DUPLICATE					DDS/OP/BSD-				
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT				
SAC EXECUTIVE SECRETARY'S ANNUAL REPORT					STATISTICAL				
					<input checked="" type="checkbox"/> NARRATIVE				
					MACHINE-NAME LISTING				
3. FUNCTIONAL AREA		PERSONNEL		TRAINING					
		LOGISTICS		SECURITY					
		MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)					
25		Annually		18					
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		STAT					
Memorandum		<table border="1" style="width:100%;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>				YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO	
YES	IF YES GIVE ADP PROCESSING NO.								
<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
SAC staff			NA						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR				
GS-13/10	\$10.48	12	\$125.76	1	\$125.76				
GS-08/2	\$ 4.45	2	\$ 8.90	1	\$ 8.90				
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR					\$134.66				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Started 1963 or sooner. Provides guidance and background to key Committee Members, Coordinators, and Internal Panel Members. Assists with program management and administration pursuant to their responsibilities in <span style="border: 1px solid black; padding: 0 10px;"> </span> C (1) and (2). This report is one portion of the handbook used by key Suggestion Program representatives which also includes: Public Law 763; Chapter 451, Incentive Awards, Federal Personnel Manual; the Agency Suggestion and Invention regulations; and general administrative data. Report started in 1963 or sooner.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS				
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS				
<input type="checkbox"/> CHANGE					DOLLARS				
<input type="checkbox"/> DISCONTINUE									
16. DATE OF INVENTORY		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150028-1							
8 October 1970									